



**DEPARTMENT OF THE ARMY**  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-2  
1000 ARMY PENTAGON  
WASHINGTON, DC 20310-1000

JAN 8 2010

DAMI-CDS

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Memorandum on the Roles and Responsibilities of the Headquarters, Department of the Army, Special Security Office**

**1. References:**

a. DoD 5105.21-M-1, Sensitive Compartmented Information Administrative Security Manual, Aug 98.

b. AR 380-28, Department of the Army Special Security System, 1 Sep 91.

c. Section 2674 of Title 10, United States Code.

2. This memorandum establishes and clarifies the roles and responsibilities of the Headquarters, Department of the Army (HQDA), Special Security Office (SSO) regarding Sensitive Compartmented Information (SCI) support to HQDA Staff and assigned activities within the National Capital Region (NCR), including the SSOs at Carlisle Barracks and Raven Rock Mountain Complex, Pennsylvania, and Fort Detrick, Maryland. For the purposes of this memorandum, and in accordance with Section 2674 of 10 U.S.C. (reference c), the NCR encompasses the geographic areas located within the District of Columbia; Montgomery and Prince George's counties, Maryland; and Arlington, Fairfax, Loudoun and Prince William counties, and the City of Alexandria, Virginia.


3. The HQDA SSO is the primary SSO supporting the Army Staff and assigned activities. In this role, the SSO provides SCI advice, guidance and executive oversight as well as ensures compliance with SCI regulatory guidance, policies and procedures for activities assigned to HQDA. HQDA SSO's scope of responsibility for providing SCI oversight and support is limited to the NCR. Since September 11, 2001, requirements for SCI support have continued to increase within the Army. The HQDA SSO has met these requirements, but these increases are not sustainable given current and projected HQDA SSO resources. Therefore, Army organizations with SCI mission requirements that extend beyond the NCR should coordinate with the SCI Policy office to be advised of other options. This includes pursuing a geographical agreement for SCI support with the nearest regional SSO

DAMI-CDS

SUBJECT: Policy Memorandum on the Roles and Responsibilities of the Headquarters, Department of the Army, Special Security Office

or request establishment of your own SSO (Command SCI Security Program Manager). The ODCS, G-2 SCI Policy staff is prepared to assist with the above options as required.

4. The Office of the Deputy Chief of Staff, G-2 point of contact is Mr. Cliff McCoy, (703) 602-3639, e-mail: clifford.mccoy@us.army.mil.

  
GERRY B. TURNBOW  
Director, Counterintelligence, Human  
Intelligence, Disclosure & Security

DISTRIBUTION:

CHIEF, ARMY RESERVE  
CHIEF, INFORMATION OFFICER/G-6  
CHIEF, NATIONAL GUARD BUREAU  
DEPUTY CHIEF OF STAFF, G-1  
DEPUTY CHIEF OF STAFF, G-3/5/7  
DEPUTY CHIEF OF STAFF, G-4  
DEPUTY CHIEF OF STAFF, G-8  
U.S. ARMY CORPS OF ENGINEERS  
U.S. ARMY CRIMINAL INVESTIGATION COMMAND  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON